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**Supply**

**LOCAL MANUFACTURE PROCEDURES**

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This instruction implements AFD23-2, *Supplies and Materiel Management*. It streamlines local manufacture procedures and supplements PACAFI 21-101, *Objective Wing Aircraft Maintenance*, PACAFI 23-203, *Combat Oriented Supply Organization (COSO) Procedures*, and AFMAN 23-110, *USAF Supply Manual*. It applies to all assigned, attached, and tenant units on Yokota Air Base (AB).

**SUMMARY OF REVISIONS**

Updates paragraphs **1.2.**, **1.3.**, **2.5.**, and **4.2.** Adds paragraphs **1.3.1.**, **1.3.2.**, and **1.3.3.** Paragraphs 1.4., and 1.5. have been deleted. A bar ( | ) indicates revision from the previous edition.

**1. What Requester will do:**

- 1.1. Check source code in the appropriate technical order to decide if a local manufacture requirement exists.
- 1.2. Submit an AF Form 2005, **Issue/Turn-in Request**, AFTO Form 350, **Repairable Item Processing Tag**, and provide a drawing, sample, technical data, and DD Form 1348-6, **DoD Single Line Item Requisition System Document**, as required to 374th Supply Squadron Flight Service Center (FSC) (374 SUPS/LGSCR).
- 1.3. **If locally designed**, prepare a 374 AW Form 36, **Local Manufacture Request**, AF Form 2005, and DD Form 1348-6 for item not loaded in the Standard Base Supply System (SBSS).
  - 1.3.1. Contact manufacturing shop to verify local manufacture capability. The manufacturing shop supervision signs and provides an estimated cost of fabrication on the 374 AW Form 36.
  - 1.3.2. Obtain 374th Maintenance Squadron Chief Maintenance (374 MXS/CCM) and appropriate group's Quality Assurance (QA) representative (374th Logistics Group [374 LG/CCV] or 374th Operations Group [374 OG/CCV]) signatures on the 374 AW Form 36 and AF Form 2005. After

obtaining these signatures, acquire 374th LG Commander (374 LG/CC) or designated representative's approval on the 374 AW Form 36.

1.3.3. Submit approved 374 AW Form 36, AFTO Form 350, a drawing, and sample to FSC (374 SUPS/LGSCR). If necessary, provide any additional information of the request to FSC personnel to locally manufacture the item.

## **2. What FSC will do:**

2.1. Act as focal point for the local manufacture program.

2.2. If applicable, coordinate with 374 SUPS Customer Support Section (374 SUPS/LGSPO) at 225-7150 for next available L- or P-serialized number when part number is more than 11 digits.

2.3. Process item record load when necessary and issue request for the local manufacture end item which will generate 3 copies of a requisition document (A01).

2.4. Maintain completed 374 AW Form 36 in file for 1 year.

2.5. Forward a copy of completed 374 AW Form 36 (if applicable), copies 2 and 3 of requisition document (A01), AFTO Form 350, and other relevant information (i.e., DD Form 1348-6) to the manufacturing shop.

2.6. During off-line or post-post processing, order bits and pieces and assist repair shop personnel with researching Federal Logistics (FED LOG) data.

2.7. Coordinate with 374 SUPS Computer Operations Section (374 SUPS/LGSPC) at 225-7903 to obtain a weekly Item Record Selective Readout (R32), report to identify and validate all requisitions with a routing identifier of JBD. Forward a copy of the report to 374th Operations Support Squadron Maintenance Supply Liaison (374 OSS/OSOS) for validation.

2.8. Coordinate with manufacturing shops weekly to update status of local manufacture back-orders.

2.9. Upon completion of local manufactured item, obtain final cost and pick up asset, process receipt, and deliver property to the requester.

## **3. What Manufacturing Shop will do:**

3.1. Shop superintendent will provide an estimated cost and sign 374 AW Form 36.

3.2. Upon receipt of local manufacture request, establish a work-order.

3.3. During in-line processing, order bits and pieces required to manufacture item via Core Automated Maintenance System (CAMS).

3.4. When all materials are received, schedule job, annotate copy 3 of requisition document (A01) in block GG with the estimated completion date, and sign it. Send the completed copy 3 to FSC personnel promptly.

3.5. Upon job completion, attach DD Form 1574, **Serviceable Tag Materiel**, to the completed item, provide final cost, and contact FSC Local Manufacturer Manager to pick-up the asset.

## **4. After Hours Procedures:**

4.1. Requesters will ensure only valid mission capable (MICAP) requirements are ordered after hours.

4.2. Requesters will submit appropriate paperwork as referenced in paragraphs 1.2. or 1.3.3. to 374 SUPS Mission Support Section (374 SUPS/LGSCM).

**5. MICAP Procedures :**

5.1. When local manufacture items cause grounding conditions, requester will coordinate directly with 374 SUPS/LGSCM.

5.2. 374 SUPS/LGSCM will perform procedures outlined in paragraphs 2.2., 2.3., and 2.5.

5.3. 374 SUPS/LGSCM personnel will order bits and pieces (if necessary), and coordinate daily with manufacturing shops to update status. Refer to PACAFI 23-203, chapters 4 and 5.

5.4. Forward completed 374 AW Form 36 to FSC for disposition.

**6. Prescribed Form. 374 AW Form 36, Local Manufacture Request.**

MARK R. ZAMZOW, Colonel, USAF  
Commander